



**BOARD OF DIRECTORS MEETING**

**TUESDAY, NOVEMBER 21, 2023 – 6:30 P.M. | Meeting held via Zoom Video Conference**

**GENERAL SESSION MINUTES**

**1. CALL TO ORDER**

The General Session meeting of the Hidden Hills Community Association Board of Directors was called to order at 6:34 P.M. by President, Joe Bellissimo. In accordance with the California Civil Code, the agenda was posted at least four days prior to the meeting.

**DIRECTORS PRESENT**

Joe Bellissimo, President  
Eric Epstein, Vice-President  
Kenny Hawk, Treasurer  
Linda Raznick, Secretary  
Howard Tenenbaum, Director  
Jeffrey Gersh, Director

**DIRECTORS ABSENT**

John Heubusch, Director

**HHCA MANAGEMENT/STAFF**

Erin Tudron, General Manager  
Stefany Tristan, Operations Manager  
Karen Liebrecht, Administration Manager

**2. EXECUTIVE SESSION SUMMARY**

The Board of Directors met in a Special Executive Session on October 30, 2023 and Executive Session on November 7, 2023 to discuss some, or all, of the items related to the following: 1) litigation or potential litigation; 2) matters relating to the formation of contracts with third parties; 3) member discipline and/or delinquency, including payment plan requests; 5) personnel matters; and/or 6) approval of Executive Session minutes.

**3. GENERAL SESSION MINUTES APPROVAL**

The Board of Directors reviewed the draft General Session meeting minutes dated October 17, 2023.

Motion: Raznick  
Second: Tenenbaum

Resolution: The Board of Directors approved the General Session meeting minutes dated October 17, 2023, as presented.

The motion carried unanimously.

#### **4. FINANCIAL REPORT**

##### **a. October 2023 Financial Statement**

Interim Treasurer Kenny Hawk provided a verbal report on the current operating budget and presented the October 2023 financial statement for review and acceptance by the Board.

Motion: Bellissimo  
Second: Tenenbaum

Resolution: The Board of Directors approved and accepted the October 2023 financial statement as presented, subject to audit.

The motion carried unanimously.

##### **b. Bank Account Operations**

Per the Fund Transfer Resolution approved at the September 19, 2023 General Session meeting, the total sum of borrowed funds from the Association's reserve account to fund the operating account has been restored in full, pursuant to California Civil Code Section 5515.

Resolution: No action taken. Reviewed and filed.

##### **c. 2022/2023 FYE Annual Audit**

The draft 2022/2023 FYE Annual Audit was prepared by Porter & Lasiewicz and reviewed by the Board of Directors.

Motion: Bellissimo  
Second: Epstein

Resolution: The Board of Directors approved and accepted the 2022/2023 FYE Annual Audit prepared by Porter & Lasiewicz, as presented. The final audit report will be prepared for membership distribution.

The motion carried unanimously.

##### **d. 2022/2023 Annual Tax Return**

Porter & Lasiewicz filed an extension for the Association's 2022/2023 Annual Tax Return. It is anticipated that the tax return will be completed by the end of the year.

Resolution: No action taken. Reviewed and filed.

#### **5. COMMITTEE REPORTS**

##### **a. Report on City Council Meeting – Eric Epstein, Board Liaison**

Board liaison Eric Epstein reported on the City of Hidden Hills discussion regarding solid waste services, including the agreement with Waste Management.

**b. Architectural Committee – Ryan Levis, Architectural Consultant**

On behalf of the Committee, Architectural Consultant Ryan Levis reported the November Architectural Committee meeting was held on Wednesday, November 15, 2023. The December meeting is scheduled for Wednesday, December 13, 2023. There were 13 projects on the agenda for architectural review, including 2 new homes for discussion.

**c. Parks and Recreation Committee – Jaimee Kasower, Co-Chair**

The Committee reported on the sold-out drag queen bingo event held on November 16<sup>th</sup> at the Community Center. Upcoming events include the holiday farmer's market on November 28<sup>th</sup> and ugly sweater karaoke on December 7<sup>th</sup>.

**d. Theatre Committee – Karleen Basch, Chair**

The Committee reported on the resignation of committee member Elizabeth Chang and the recommended appointment of Nadine Levitt to fill the open position.

Motion: Epstein

Second: Gersh

Resolution: The Board of Directors approved the appointment of Nadine Levitt to the Theatre Committee, pending confirmation that she meets the criteria for committee members outlined in Article 7, Section 7.2(a) of the Association's Bylaws.

The motion carried unanimously.

The Committee reported on the upcoming opera and wine tasting event on December 2<sup>nd</sup>, as well as the Jaxx children's winter production of 'Into The Woods' January 13<sup>th</sup> to January 15<sup>th</sup> in the Community Theater. Committee member Megan Sweeney will be producing the 2024 Valentine Musicales.

**e. Technology Committee – John McGinnis, Chair,**

The Committee reported that any kinks in the Proptia system are being addressed as they arise. Some refining items, including recommendations for additional pass types will be sent to the Gate Operations Committee for consideration.

**f. Gate Operations Committee – Deb Seror, Co-Chair**

The Committee reported on the completion of the Round Meadow pedestrian gate improvement. The installation of the 3-rail fence on school property is currently pending once confirmed it is in budget. The Committee also reported on the proposed formation of an ad-hoc Halloween committee to address new access rules and costs to the Association in response to the influx of guests and traffic entering the community. The submission of a proposed emergency gate rule for parties has been tabled, and the Committee will be submitting a pdf copy of the proposed gate manual revisions for the Board's review.

**g. Equestrian Services Committee – Anne Kolbe, Chair**

The Committee reported on their continued work on an emergency preparedness plan for horses in the community, as well as ideas for a December equestrian event. The presentation of the trail repair proposals has been tabled for the time being as the Committee would like to further evaluate the proposed repair work.

**h. Landscape Committee – Steve Weber, Chair**

The Committee reported on their evaluation of trees prior to any removals throughout the community. The Committee will be presenting Phase 1 of their proposed tree planting plan for the Board's consideration.

**6. HOMEOWNER OPEN FORUM**

In lieu of prior standard Homeowner Forum, members were given an opportunity to comment on agenda items, prior to each agenda item being discussed. The time limit for each homeowner is 3 minutes. All comments pertaining to non-agenda related items were held later in the meeting.

**7. UNFINISHED BUSINESS/NEW BUSINESS**

**a. Emergency Gate Rules for Parties**

Resolution: No action taken. This item was removed from the agenda by the Gate Operations Committee.

**b. Proposal: Phase 1 – Tree Planting**

The Board of Directors reviewed and discussed the proposed Phase 1 Tree Planting proposal for Long Valley Rd, as presented by the Landscape Committee. The Phase 1 proposal calls for the installation of 15-24" box Pepper trees from the Long Valley Gatehouse up to Paradise Valley Rd, as well as the purchase of 5-24" box Pepper trees for future use. The total cost of Phase 1 is \$9,875.00 and is in budget.

Motion: Hawk  
Second: Raznick

Resolution: The Board of Directors approved the Phase 1 Tree Planting proposal, as presented.

The motion carried unanimously.

**c. Proposal: Trail Repair Plan**

This item was added to the agenda at the request of the ESC Committee for the Board's consideration in a proposed long-term phased plan for the repair of the community trails.

Resolution: No action taken. This item was tabled for further comparative analysis of the acquired bid by the Equestrian Services Committee.

**d. Annual Meeting & Director Election Update**

HHCA General Manager Erin Tudron presented the following regarding the upcoming Annual Meeting and Director Election:

- The Annual Meeting and Director Election is scheduled for Monday, January 22, 2024.
- There are 6 candidates running for 3 open Director seats.
- The Candidate Forum has been scheduled for Wednesday, December 6<sup>th</sup> at 6pm in the community theater.
- The Annual Director Election is being facilitated by the Association’s Inspector of Elections, Correct Elect, LLC.
- All official mailings pertaining to the annual election will be mailed to each members’ address of record on file with the Association, including candidate statements and secret ballots.
- It is anticipated that secret ballots will be mailed out to the membership by December 18<sup>th</sup>.

Resolution: No action taken. Reviewed and filed.

**e. Architectural Grading Review:**

1) 25045 Ashely Ridge Road

The Board of Directors reviewed and discussed the architectural grading review request presented for 25045 Ashely Ridge Road. New Home Construction – 1,400 cubic yards cut/1,400 cubic yards fill. The Architectural Committee gave its recommendation for these grading volumes at its October 2023 architectural meeting, finding them to be appropriate for this property. Affected neighbors received a Notice of Grading Review, and written comments were submitted and taken into consideration by the Board of Directors.

Motion: Bellissimo  
Second: Tenenbaum

Resolution: The Board of Directors approved the grading review request for 25045 Ashley Ridge Road, as presented.

The motion carried unanimously.

2) 5831 Fitzpatrick Road

The Board of Directors reviewed and discussed the architectural grading review request presented for 5831 Fitzpatrick Road. New Home Construction – 675 cubic yards cut/675 cubic yards fill. The Architectural Committee gave its recommendation for these grading volumes at its November 2023 architectural pre-meeting, finding them to be appropriate for this property. Affected neighbors received a Notice of Grading Review, and written comments were submitted and taken into consideration by the Board of Directors.

Motion: Tenenbaum  
Second: Hawk

Resolution: The Board of Directors approved the grading review request for 5831 Fitzpatrick Road, as presented.

The motion carried unanimously.

**f. Architectural Variance Review**

1) 25067 Jim Bridger Road

The Board of Directors reviewed and discussed the architectural variance application presented for 25067 Jim Bridger Road. The homeowner is seeking a variance for an after the fact approval for the construction of a front yard retaining wall at the basement entry which is 4 feet over the allowable height in a front yard setback. The Architectural Committee gave its recommendation for approval of this variance request. Affected neighbors received a Notice of Variance Application, and written comments were submitted and taken into consideration by the Board of Directors.

Motion: Bellissimo  
Second: Gersh

Resolution: The Board of Directors approved the variance application for 25067 Jim Bridger Road, as presented.

The motion carried unanimously.

2) 5949 Clear Valley Road

The Board of Directors reviewed and discussed the architectural variance application presented for 5949 Clear Valley Road. The homeowner is seeking a variance for an after the fact approval to keep the existing pool, equipment, and stable in the side yard setback following a remodel to the main residence. The Architectural Committee gave its recommendation for approval of this variance request. Affected neighbors received a Notice of Variance Application, and written comments were submitted and taken into consideration by the Board of Directors.

Motion: Bellissimo  
Second: Hawk

Resolution: The Board of Directors approved the variance application for 5949 Clear Valley Road, as presented.

The motion carried unanimously.

3) 5303 Round Meadow Road

The Board of Directors reviewed and discussed the architectural variance application presented for 5303 Round Meadow Road. The homeowner is seeking a variance for a pre-existing, non-compliant trash enclosure constructed in the side yard setback by the previous homeowner. The Architectural Committee did not give its recommendation for approval of this variance request. Affected neighbors received a Notice of Variance Application, and written comments were submitted and taken into consideration by the Board of Directors.

Motion: Tenenbaum  
 Second: Hawk

Resolution: The Board of Directors approved the variance application for 5303 Round Meadow Road, as presented.

The motion carried unanimously.

**g. Encroachment Permit Requests:**

The Board of Directors reviewed the following encroachment permits issued by management:

ENCROACHMENT PERMITS						
Name	Address		Project	Filed	Issued	Permit No,
SoCal Edison	24137	Long Valley Rd	Access existing pole to install equipment by going on trail; pull in cable in existing duct.	10/4/2023	10/5/2023	1250
SoCal Edison	5601	Penland Rd	Access existing pole to install equipment by going on trail; pull in cable in existing duct.	10/5/2023	10/9/2023	1251
DOR Homes	25067	Jim Bridger Rd	Dumpster on parkway (low boy)	10/13/2023	10/13/2023	1252
Charter	5948	Annie Oakley Rd	Install of cable to guest house	10/18/2023	10/18/2023	1253
Craig Tozer	5811	Round Meadow Rd	Driveway Approach	10/24/2023	10/24/2023	1254
Leslie Bacon	24935	John Fremont Rd	Delivery of gravel for turf left on parkway overnight (on top of a tarp)	10/25/2023	10/26/2023	1255

SoCal Gas	5657	Round Meadow Rd	Service Abandonment	10/24/2023	10/26/2023	1256
Patricia Huffman	24031	Long Valley Rd	Access trail with skip loader to get into corral	10/30/2023	10/30/2023	1257
SoCal Gas	24244, 24228, 24208	Bridle Trail Rd	338' of 2" plastic main was installed without HOA approval. 444 sq ft of trenching was involved. Penalty Fee was sent.	10/31/2023	10/31/2023	1258
T. Wageman Plumbing, Inc.	5287	Round Meadow Rd	Sewer Connection	11/7/2023	11/7/2023	1259
Venture Directional Drilling	5650	Jed Smith Rd	130 sq ft trench across Jed Smith Rd to provide property with power.	11/1/2023	11/7/2023	1260

Resolution: No action taken. Reviewed and filed.

**h. Directors Topics**

The Board of Directors discussed the proposed formation of a Community Center Committee in order to help facilitate ideas for future renovations and upgrades to the Association's community center.

Motion: Hawk  
Second: Tenenbaum

Resolution: The Board of Directors approved the formation of a Community Facilities Committee.

The motion carried unanimously.

**8. HOMEOWNER FORUM**

Members in attendance provided input on the following non-agenda items during open forum:

- Schedule of rotating slurry seal maintenance on community streets.
- Formation of ad-hoc Halloween Committee to address influx of guests entering the community for trick or treating, as well as the resulting traffic and safety concerns.

**9. MANAGEMENT REPORT**

General Manager Erin Tudron reported on the following topics:

- Phase 1 of the Jim Bridger/Ashely Ridge Road project was completed on November 10, 2023. Phase 2 of the asphalt paving began on November 13, 2023 and will be complete by January 12, 2024.



- As approved at the August 14 General Session meeting, the DG Repair project is almost complete via Seed Landscape. Seed will be performing a final inspection of all the completed areas and will be doing a final compaction with a heavy roller.
- The new fob at the Ahmanson gate went live on November 8, 2023. This security enhancement was approved at the March 2023 General Session meeting. Fob access and/or mobile credential access will not be needed to exit the gate, only to enter back into the community. Access has been automatically added to all existing fob and/or mobile credentials.
- The gate arm at Round Meadow has been extended from 10ft to 12.5ft and wrought iron has been added from the light pillar into the exit lane. The pedestrian gate has been refitted and a one-way lock and self-closing spring, which is opened by the guards during school hours, but it is always free for residents to leave.
- Reminder that 2023/2024 Annual Assessment invoices were sent out on October 2<sup>nd</sup> via email and US Mail. The due date by which all annual assessments should be paid is December 10, 2023. Unpaid assessments will be considered delinquent if not received, post marked or brought to the office by the due date.
- The HHCA Annual Meeting and Directors Election is scheduled for January 22, 2024. The Candidate Forum is scheduled for Wednesday, December 6, 2023 at 6:00 P.M. in the Community Theater. Questions for candidates should be submitted to Karen by December 1, 2023. Secret ballots will be mailed by Correct Elect to each member's address of record on file with the Association at least 30-days before the election date.
- In observance of the Thanksgiving holiday this week, the HOA office will be closed on Thursday, November 23<sup>rd</sup> and Friday, November 24<sup>th</sup>.

#### **10. NEXT MEETING DATE**

The Board of Directors discussed the cancellation of the December General Session meeting due to the holidays. The next General Session meeting of the HHCA Board of Directors would be Tuesday, January 16, 2024 at 6:30 P.M. via Zoom Video Conference.

Motion: Bellissimo  
 Second: Tenenbaum

Resolution: The Board of Directors approved the cancellation of the December General Session meeting. The next General Session meeting of the HHCA Board of Directors is scheduled for Tuesday, January 16, 2024 at 6:30 P.M. via Zoom Video Conference.

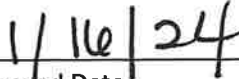
The motion carried unanimously.

#### **11. ADJOURNMENT**

There being no further business to conduct in General Session, the meeting was adjourned at 8:19 P.M.

ATTEST:

  
Signature

  
Approved Date